



University Of Toronto Mississauga
Students' Union
Local 109 of the Canadian Federation of Students

Employment Opportunity

POLL CLERK

**UTMSU – University of Toronto Mississauga Students' Union
Local 109, Canadian Federation of Students**

Position Type: Part-Time, contract

Positions Available: Twenty (20)

Location: University of Toronto Mississauga (UTM campus)

Compensation: \$14 per hour

Application Deadline: Tuesday March 13th, 2018

Start Date: Friday, March 16th 2018

End Date: Monday, March 26th 2018 – Contract could be extended.

Hours: This position will require at least 12 hours of work per week for a period of at least seven (7) days, with the possibility of extension on a part-time basis.

Responsibilities:

The poll clerk will support the UTMSU Chief returning Officer, the Deputy Returning Officer, and the Elections and Referenda Committee in overseeing the successful operation of the 2018 Spring Elections for a dynamic and diverse students' union of over 14,000 undergraduate UTM students.

The specific duties of the Poll Clerk include, but are not limited to:

- Promoting the 2018 Spring Elections
- Responsible for opening and/or closing the polls on polling days (March 20th – March 22nd 2018.)
- Confirming voter identification.
- Set up and take down materials, including signage at the poll location.
- Act impartial at all times while working at the polls.
- Adhere to all election rules and guidelines as outlined in the U.T.M.S.U. Elections and Referenda Procedures Code.

Qualifications:

The ideal candidate must possess a friendly, yet assertive demeanor and should possess the following skills and experience:

- Excellent organizational skills.
- Excellent communication skills – both written and oral.
- Reliable, professional and possess the ability to be discrete and exercise good judgment.

Assets:

- Prior experience working with or within a students' union.
- Knowledge and experience with electoral processes.

APPLICATION MUST INCLUDE: A Cover Letter & Resume.

All applications must be submitted by Tuesday, March 13th, 2018 at **12:00 p.m. (noon)**.

Please direct your resume and cover letter to jobs@utmsu.ca. Only candidates selected for an interview will be contacted. Please do not telephone but feel free to follow-up via e-mail.

University of Toronto Mississauga Students' Union
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